



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TUOLUMNE**

41 West Yaney Avenue, Sonora, CA 95370

Phone: (209) 533-6914 Fax: (209) 533-6607

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JOB ANNOUNCEMENT

Superior Court Clerk I/II

FINAL FILING DATE: August 13, 2004

Exam Date: To Be Announced

THE POSITION

Under direct supervision, the incumbents may perform any or all of the following activities: accept filings from the general public, assist and answer procedural questions from attorneys, their representatives, and the general public regarding filings of documents, prepare the Superior Court's calendar, perform a variety of specialized duties related to the Superior Court, and perform related work as assigned.

COMPENSATION AND BENEFITS

The **Superior Court Clerk I** total hourly compensation ranges from **\$11.53** to **\$14.08** per hour. The **Superior Court Clerk II** total hourly compensation ranges from **\$12.49** to **15.25** per hour. The Court also offers a very attractive benefits package that includes the following: Personal Time Off (PTO), which can be used for vacation or sick leave; paid holidays, one floating-holiday; cafeteria plan for employee and dependents, including an added bonus plan that assists in paying out-of-pocket medical, dental and vision expenses; 2% at 55 CalPERS retirement; an innovative loan program for the purchase of personal computers. Incumbents hired at the Superior Court Clerk I level generally advance to the Superior Court Clerk II level after one year with satisfactory performance.

DUTIES:

- Accepts, reviews for accuracy, files, endorses, certifies and processes documents related to the Superior Court;
- Assists in preparing a daily calendar for each department;
- Maintains, updates and searches criminal and civil records in the Court's automated case management system;
- Prepares and posts notices for probate, family law, and adoption hearings;
- Receives and drafts responses to correspondence for the Superior Court, preparing clear and concise letters and memoranda;
- Advises the public, attorneys and others in the preparation and filing of a variety of documents and forms for use in Court proceedings;
- Maintains a variety of files and documents in the custody of the Superior Court;
- Assists on projects as assigned.
- Reviews manuals and related materials to ensure accurate processing of documents.

QUALIFICATIONS:

Level I:

Knowledge of modern office methods, practices, procedures and equipment. Candidate should have understanding of correct English usage, including spelling, grammar and punctuation. In addition, candidates should have proficiency with basic Arithmetic.

Level II:

Knowledge of legal processes and procedures of the Superior Court: code of civil procedure, penal code and other laws, codes and statutes related to Court procedures.

Skill in:

Level I:

Dealing tactfully and effectively with the public, including emotionally distraught individuals. Candidates should have ability to understand and carry out oral and written instructions, and make accurate arithmetic calculations.

Level II:

Maintaining accurate Court records, and processing Court related documents. Understanding and explaining complex requirements related to preparation and submission of Court and legal related documents.

DESIRED EDUCATION AND EXPERIENCE:

Level I:

Equivalent to graduation from high school and at least two years of responsible general clerical experience.

Level II:

In addition to the above, two years of responsible legal experience preferably in another Superior Court or District Attorney's Office or related legal setting or one year experience as a Superior Court Clerk I in the Superior Court of California, County of Tuolumne

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and a satisfactory driving record.
- Proficient in the Microsoft Office suite of products (Word, Excel)
- All offers of employment are contingent upon the successful completion of a background screening.

SELECTION PROCEDURE

- a. Interested applicants must submit a completed Superior Court of California, County of Tuolumne, **employment application**. A resume may be attached as well, **but not in lieu** of the Court's employment application. Applications shall be submitted to the attention of Human Resources, 41 West Yaney Avenue, Sonora, CA 95370.
- b. If appropriate, applicants must complete and return the supplemental questionnaire.
- c. **Applications must be received by 5:00 p.m.** on the closing date, **NO POSTMARKS**.
- d. The Court's staff will screen applications for desired qualifications.
- e. Those candidates rated as best qualified will be invited for a test and/or interview, after which they will be added to a continuous or non-continuous eligibility list.
- f. The top three to ten candidates may be invited to interview for SCC I/II vacancies. Final selections and offers of employment may be made from and to any of the top candidates.
- g. If you have any questions concerning the above or wish to request the application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.